DOCUMENT RESUME

ED 155 463 CE 016 974

AUTHOR	Harrison, Pam
TITLE	Performing Stenographic Activities. Take and Transcribe Shorthand Dictation. Student's Manual and Instructor's Manual.
INSTITUTION	Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY	South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE	77
NOTE	23p.; For related documents see CE 014 491 and CE 016 911-989
AVAILABLE FROM	Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631 ($160.00 for complete set, including nineteen filmstrips and eight overhead transparencies)
EDRS PRICE	MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS	Behavioral Objectives; Business Education; Business Skills; Instructional Materials; *Letters (Correspondence); *Office Occupations Education; Performance Based Education; *Stenography
IDENTIFIERS	*Dictation; *Transcription; Vocational Technical Education Consortium States

ABSTRACT

Supporting performance objective 73 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on taking and transcribing shorthand dictation are included in this packet. (The packet is the second in a set of four on performing stenographic activities--CE 016 973-976.) The student materials include three student activity sheets, answers to activity three, and the instructor's final checklist. The instructor's manual includes notes to the teacher, practice letters for activity two, and test letters. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the four packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED155463

PERFORMING STENOGRAPHIC ACTIVITIES

TAKE AND TRANSCRIBE SHORTHAND DICTATION

STUDENT'S MANUAL

Prepared by

Pam Harrison

These materials support
Performance Objective 73 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Elsmer L. Knight

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

© Copyright 1977 South Carolina Department of Education

DE 014 974

TAKE AND TRANSCRIBE SHORTHAND DICTATION

INTRODUCTION

As a secretary you will be required to take dictation and transcribe this dictation correctly, accurately, and quickly. In this objective you will be dictated five (5) letters at 80 wpm.

ENTERING BEHAVIOR

Before starting work on this objective, be sure you have completed Performance Objective 81, Type Business Letters. You should have also completed one year of shorthand.

OBJECTIVES

1. Given three letters, the student will take dictation and transcribe the letters as practice.

2. Given five (5) unpreviewed letters dictated at 80 wpm, the student will transcribe at least four (4) mailable letters at a transcription speed of 20-25 wpm.

LEARNING ACTIVITIES

1. READ--Student Activity Sheet I, Dictation Position

2. COMPLETE--Student Activity Sheet II, Practice Dictation

3. COMPLETE--Student Activity Sheet III, Transcribe Practice Dictation

4. COMPLETE--Five Test Letters

ALL ACTIVITIES SHOULD BE PERFORMED IN THE ORDER IN WHICH THEY APPEAR.

STUDENT ACTIVITY SHEET I

Dictation Positions

The most important thing the secretary should remember is to be prepared for dictation. The secretary should have a pad and pen at hand at all times. When your boss calls you for dictation, he/she does not want to wait for you to look for a pad and pen.

On the following four (4) pages are the different positions you may use to take shorthand dictation. Study each of these.

POSITION 1

This is the most common position. You will be called into your boss' office and will be seated in a chair where he/she will dictate to you.

POSITION 2

If your boss is in a hurry or has a short letter to dictate to you, he/she will probably come to your desk while you are working to dictate a letter to you.

POSITION 3

Although taking dictation while standing is uncommon, you may be required to do so. Your boss may be dictating while you are standing.

POSITION 4

If you are required to take dictation while standing, there may be a table or stand tall enough for you to write on.

STUDENT ACTIVITY SHEET II

PRACTICE DICTATION

Using the tape obtained from your teacher, take in shorthand the practice letters on side one of the tape.

After you have taken the dictation, if you need more practice, rewind the tape and take the same letters again. When you feel you have correctly taken the letters in shorthand, proceed to Student Activity III.

STUDENT ACTIVITY SHEET III

TRANSCRIBE LETTERS

Transcribe in mailable form the three practice letters that you took in shorthand in Student Activity II.

Turn the page to check your letters.

ANSWERS TO STUDENT ACTIVITY III

PRACTICE LETTERS

TRANSCRIPTION

LETTER 1

Smith Appliance Store
15 Allen Mall
Columbia, SC 29201

Gentlemen:

After considering your offer of July 16 to sell four washing machines at $1,400, we feel it would be to our advantage to purchase these machines. Our check for $1,400, full payment for these machines, is enclosed.

We are requesting immediate delivery of these machines as our customers eagerly await them. Please let us know on what day and at what time delivery will be made.

Yours very truly,

Enclosure

LETTER 2

Sheller Manufacturing Company
1674 Greenville Highway
Atlanta, GA 33041

Gentlemen:

As you requested in your letter of March 5, we are shipping to you by United Parcel Service our sample stock of halter tops. This sample stock contains twenty different varieties and colors from which to choose. We are sure you will find our merchandise to be top quality.

Let us urge you to make a decision as soon as possible. Summer is quickly approaching and orders are arriving daily.

Sincerely,

LETTER 3

Mr. Frank Jones
1540 Church Street
Columbia, SC 29201

Dear Mr. Jones:

We are proud to announce the arrival of our new model car, the Timmerman. The new Timmerman has the latest in safety and luxury accessories. From its plush interior to its streamlined exterior, the Timmerman is the answer to your dreams.

Examine the enclosed brochure and then come in and test drive the Timmerman. We are certain you will not be disappointed by its beauty or performance.

Sincerely,

Enclosure

TEST LETTERS

Check with your teacher to find out if the letters are to be dictated to you or are recorded on the tape. If you are to use the tape, turn the practice tape over to Side 2 and take the five test letters.

Transcribe at least four (4) of the five (5) letters dictated at 80 wpm and turn them in to your teacher in correct mailable form to be graded.

LAP

Student _____

Date _____

TAKE AND TRANSCRIBE SHORTHAND

Instructor's Final Checklist

Check the student's performance in the following elements of taking and transcribing shorthand.

Place an X in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was impossible to complete, place an X in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

		Student Performance			
		Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished
1.	Letters typed in mailable	[ ]	[ ]	[ ]	[ ]
2.	All errors corrected neatly	[ ]	[ ]	[ ]	[ ]
3.	Used acceptable letter style	[ ]	[ ]	[ ]	[ ]
4.	Letters transcribed accurately	[ ]	[ ]	[ ]	[ ]

PERFORMING STENOGRAPHIC ACTIVITIES
TAKE AND TRANSCRIBE SHORTHAND DICTATION

INSTRUCTOR'S MANUAL

Prepared by

Pam Harrison

These materials support
Performance Objective 73 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

© Copyright 1977 South Carolina Department of Education

TO THE TEACHER

This package was designed to be used by the individual student or by the entire class.

To prepare this package for student use, you will need to record the three practice letters for Student Activity II on side one of the tape. Instructions for recording this dictation are given in your manual. Also, if you choose to use the tape method for the test letters, you will need to record them on side two. Should you prefer to dictate these letters directly to the students, the letters are given in your manual marked for dictating at 80 w.p.m.

The Instructor's Final Checklist, page 13 of the Student Manual, is a perishable item. You will need to duplicate enough copies for your use in evaluating each student's work.

Time

This package should take one to two 50-minute class periods to complete.

Materials

1 cassette recorder
several sheets of typing paper
eraser or liquid paper
1 tape containing practice letters and test letters

PRACTICE LETTERS FOR STUDENT ACTIVITY II – SIDE ONE OF TAPE

These letters are divided into groups of 20 standard words. They are divided by numbers (1, 2, 3, etc.). Each group of words is to be dictated every 15 seconds. This will make the dictation 80 WPM.

LETTER 1

Current Date – Smith Appliance Store, 15 Allen Mall, Columbia, SC 29201 Gentlemen: After[1] considering your offer of July 16 to sell four washing machines at $1,400, we feel it would be to our[2] advantage to purchase these machines. Our check for $1,400, full payment for these machines, is enclosed. (paragraph)[3] We are requesting immediate delivery of these machines as our customers eagerly await them. Please[4] let us know on what day and at what time delivery will be made. (paragraph) Yours very truly, Enclosure[5]

LETTER 2

Current Date – Sheller Manufacturing Company, 1674 Greenville Highway, Atlanta, GA 33041 Gentlemen:[1] As you requested in your letter of March 5, we are shipping to you by United Parcel Service our sample[2] stock of halter tops. This sample stock contains twenty different varieties and colors from which to[3] choose. We are sure you will find our merchandise to be top quality. (paragraph) Let us urge you[4] to make a decision as soon as possible. Summer is quickly approaching and orders are arriving daily. Sincerely[5]

LETTER 3

Current Date – Mr. Frank Jones, 1540 Church Street, Columbia, SC 29201 Dear Mr. Jones: We are proud to[1] announce the arrival of our new model car, the Timmerman. The new Timmerman has the latest in safety[2] and luxury accessories. From its plush interior to its streamlined exterior, the Timmerman is the answer[3] to your dreams. (paragraph) Examine the enclosed brochure and then come in and test drive the Timmerman. We are certain[4] you will not be disappointed by its beauty or performance. Sincerely, Enclosure

TEST LETTERS – TO BE USED BY THE TEACHER FOR DICTATING AND GRADING PURPOSES

These letters are divided into groups of 20 standard words. They are divided by numbers (1, 2, 3, etc.). Each group of words is to be dictated every 15 seconds. This will make the dictation 80 WPM.

These test letters are also given for you to record on side 2 of the practice tape if you prefer to use that method.

LETTER 1

Miss Cynthia Smith
Apartment 11
Blue Ridge Apartments
Columbia, SC 29201

Dear Miss[1] Smith:

Welcome to Blue Ridge Apartments! We are glad to have you as a part of the Hodges Realty family.[2] We at Hodges try to make our tenants see their apartments as their homes.

Blue Ridge is a[3] private, security-controlled community, and we are proud you chose our apartment as your new[4] home. We have made available for your use a swimming pool, tennis courts, party room, guest house, and[5] many other features. We also have many planned activities. Please call our activity director, Jim[6] Harrison, for further details.

Again, Miss Smith, welcome to Blue Ridge.

Sincerely,[7]

LETTER 2

Miss Jennifer Hall
33 Kemberly Court
Columbia, SC 29201

Dear Miss Hall:

As you requested[1] in your letter of inquiry of April 16, we are sending you our complete set of sample wedding[2] invitations, announcements, and thank you notes. We are also sending along with this information our[3] complete mailing instructions and current price list.

We at Seth Engraving Company use[4] only top-quality paper and all of our invitations and announcements are engraved by the finest engraver[5] in the business. The best part of all is our low costs.

Thank you, Miss Hall, for writing us.[6] We hope to hear from you soon.

Yours truly,

LETTER 3

Mr. Stuart Harrison
3143 Leiber Drive
Columbia, SC 29201

Dear Mr. Harrison:

We have[1] been very patiently awaiting payment of your bill for $60 that is six months past due. We have[2] written you four letters asking for this payment, but we have received no reply. We would be willing[3] to accept partial payment if you are having financial trouble.

We are sorry, Mr. Harrison,[4] but we have no other choice in the matter than to turn your account over to our lawyers for collection.[5] You have always been prompt with your bills, but we have had no explanation or payment from you in the past[6] six months.

It is our hope that you will take some action about this matter immediately.

Sincerely,[7]

LETTER 4

Ms. Isabel Sands
3242 River Drive
Columbia, SC 29209

Dear Ms. Sands:

You will find[1] enclosed a check for $100 in full payment of your security deposit. We hope that you enjoyed living at Seacrest[2] Apartments, and we are sorry it has taken us so long to refund your money.

Your refund claim[3] was misplaced during the change of hands when Seacrest moved into a larger office. The resident[4] manager located your letter when he was getting settled in his new office.

Upon inspection of your[5] apartment we found everything in tip-top shape. It is always nice, Ms. Sands, to have tenants like[6] you. We hope you were not inconvenienced by this delay.

Sincerely,

Enclosure

LETTER 5

Mr. John Tinker
114 Albert Court
Columbia, SC 29204

Dear Mr. Tinker:

It is my pleasure[1] to inform you that we have accepted your manuscript for publication. We are enclosing two copies of our[2] publication contract, and we request that you read it thoroughly before signing. If you are[3] in doubt as to any part of this contract, please do not hesitate to call me at 735-4957.

You[4] will notice at the top of page one that the contract is void if it is not returned to me within 15[5] days. After you have signed and returned the contract, you will need to make an appointment with our[6] editor, Mr. Ed Bellamy, to discuss any changes that need to be made.

I look forward to[7] meeting you in the near future.

Sincerely,

Enclosure

TEST LETTERS – SIDE TWO OF TAPE

These letters are recorded on side two of the practice tape if you care to use that method.

LETTER 1

Current Date – Miss Cynthia Smith, Apartment 11, Blue Ridge Apartments, Columbia, SC 29201 Dear Miss[1] Smith: Welcome to Blue Ridge Apartments! We are glad to have you as a part of the Hodges Realty family.[2] We at Hodges try to make our tenants see their apartments as their homes. (paragraph) Blue Ridge is a[3] private, security-controlled community and we are proud you chose our apartment as your new[4] home. We have made available for your use a swimming pool, tennis courts, party room, guest house, and[5] many other features. We also have many planned activities. Please call our activity director, Jim[6] Harrison, for further details. (paragraph) Again, Miss Smith, welcome to Blue Ridge. Sincerely,[7]

LETTER 2

Current Date – Miss Jennifer Hall, 33 Kemberly Court, Columbia, SC 29201 Dear Miss Hall: As you requested[1] in your letter of inquiry of April 16, we are sending you our complete set of sample wedding[2] invitations, announcements, and thank you notes. We are also sending along with this information our[3] complete mailing instructions and current price list. (paragraph) We at Seth Engraving Company use[4] only top-quality paper and all of our invitations and announcements are engraved by the finest engraver[5] in the business. The best part of all is our low costs. (paragraph) Thank you, Miss Hall, for writing us.[6] We hope to hear from you soon. Yours truly,

LETTER 3

Current Date – Mr. Stuart Harrison, 3143 Leiber Drive, Columbia, SC 29201 Dear Mr. Harrison: We have[1] been very patiently awaiting payment of your bill for $60 that is six months past due. We have[2] written you four letters asking for this payment, but we have received no reply. We would be willing[3] to accept partial payment if you are having financial trouble. (paragraph) We are sorry, Mr. Harrison,[4] but we have no other choice in the matter than to turn your account over to our lawyers for collection.[5] You have always been prompt with your bills, but we have had no explanation or payment from you in the past[6] six months.(paragraph) It is our hope that you will take some action about this matter immediately. Sincerely,[7]

LETTER 4

Current Date – Ms. Isabel Sands, 3242 River Drive, Columbia, SC 29209 Dear Ms. Sands: You will find[1] enclosed a check for $100 in full payment of your security deposit. We hope you enjoyed living at Seacrest[2] Apartments, and we are sorry it has taken us so long to refund your money. (paragraph) Your refund claim[3] was misplaced during the change of hands when Seacrest moved into a larger office. The resident manager[4] located your letter when he was getting settled in his new office. (paragraph) Upon inspection of your[5] apartment, we found everything in tip-top shape. It is always nice, Ms. Sands, to have tenants like[6] you. We hope you were not inconvenienced by this delay. Sincerely, Enclosure

LETTER 5

Current Date – Mr. John Tinker, 114 Albert Court, Columbia, SC 29204 Dear Mr. Tinker: I. is my pleasure[1] to inform you that we have accepted your manuscript for publication. We are enclosing two copies of our[2] publication contract, and we request that you read it thoroughly before signing. If you are in[3] doubt as to any part of this contract, please do not hesitate to call me at 735-4957. (paragraph) You[4] will notice at the top of page one that the contract is void if it is not returned to me within 15[5] days. After you have signed and returned the contract, you will need to make an appointment with our[6] editor, Mr. Ed Bellamy, to discuss any changes that need to be made. (paragraph) I look forward to[7] meeting you in the near future. Sincerely, Enclosure